

NOV 5 1953

MEMORANDUM FOR: Chief, General Services Office
 SUBJECT : Informal Survey of the Agency Telephone Room

1. A memorandum has been forwarded to the Inspector General setting forth the A-DD/A action and views on the recommendations contained in the informal survey report of that Office on the Telephone Room. The memorandum stated action is being taken to implement the following:

- a. the publication of a CIA Telephone Service Operating Manual,
- b. lengths of tours of duty,
- c. transportation for night shift workers.

2. It is requested that you take the necessary action towards the publishing of a Manual containing detailed instructions on both security matters and the technical operation of the board. It is further requested that studies be inaugurated toward the ultimate aim of the complete elimination of telephone operators working two consecutive shifts and in connection with the transportation problems resulting from the midnight to 6:00 a.m. shift of telephone operators.

3. This Office is to be advised regarding the progress on the above matters.

15/

L. K. WHITE
 Acting Deputy Director
 (Administration)

Attachments:

Memo to IG fr A-DD/A, same
 subject as above
 Memo to A-DD/A fr IG, same /
 subject as above, dtd 20 Oct 53

SA/DDA;WHM:hh(29 Oct 53)

Distribution:

O- Addressee
 1 -DD/A chrono

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